



CACFP APPLICATION CHECKLIST FFY 2010

For a complete application, please complete and submit this form with all applicable documentation. Include the agency's name, address and agreement number on the back side of this page.

Mail documentation to:

Wisconsin Department of Public Instruction
Community Nutrition Team
P.O. Box 7841
Madison, WI 53707-7841

OR

Fax documentation to:

Your assigned consultant at 608-267-0363

OR

Email your documentation to:

Your assigned consultant

All Institutions

- ☐ Complete and Submit the application **On-Line**
On-line application can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>
 - ☐ Submit a copy of the current group day care license or certification for each site (for renewing agencies: submit a copy if there are changes from last fiscal year)
- OR**
- ☐ Documentation of Health and Safety Standards (For unlicensed Outside of School Hours Centers, "At-Risk" After School Hours Care Sites, Emergency Shelters)

This includes:

- ☐ A copy of the current occupancy permit for each site, or a letter from the local housing authority indicating that the site(s) is located in a residential area and therefore an occupancy permit is not required by local statute.
- ☐ A copy of the current fire inspection report or a letter from the local fire marshal detailing how often the site(s) must be inspected, or a letter from the applicable fire department certifying that the site(s) does not require a fire inspection.
- ☐ A copy of the most recent health department inspection, or a letter from the City or County Health Department certifying that there are no local health standards which are applicable to the site(s).
- ☐ A letter from the City or County Human (Social) Services Department certifying that there is no local requirement for the site(s) to be licensed or certified for the provision of child care services. *(DPI has determined that there is no State requirement that emergency shelters be licensed for the provision of child care services).*

Additional Requirements

New Agencies Only

- ☐ One month of menus for each meal service offered (i.e. Breakfast, AM Snack, Lunch, PM Snack, Supper, Additional Snack)
- ☐ 2 complete copies of the Permanent Agreement/Policy Statement (PI-1486-AP). Please sign and date page 7. *A copy can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*
- ☐ Federal Tax-Exempt Documentation (New Non-profit Institutions/Sponsors Only)
- ☐ Webcast Certification Statement and Self-Study Questions. *A copy can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*

Sponsoring Organizations Only

(Agencies with more than one site participating in the CACFP)

- ☐ Email electronic copy of Attachment G (Budget) to Cari Ann Muggenburg. *A copy of the Budget can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*
- ☐ Any applicable attachments to the Addendum to the Application/Agreement (PI-6070) or Attachment G that have changed since FY 2009

New Sponsoring Organizations Only

- ☐ A copy of the sponsoring organization's most recent independent audit or financial statements prepared by a certified public accountant
- ☐ Narrative of the unmet Program need(s) that will be addressed by your agency's sponsorship of the CACFP
- ☐ Addendum to the Application/Agreement (PI-6070) and all applicable documentation. *A copy can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*

Vended Food Programs Only

- ☐ Vendor Agreement to provide Meals/Snacks. *A copy of the DPI Vendor Agreement can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*
- ☐ Record of vendors and/or schools contacted (for new contracts under \$100,000)
- ☐ Formal Bid Packet (for contracts that total yearly expenditure over \$100,000)

At-Risk After School Hours Care Sites Only

- ☐ Documentation of area eligibility (each site must be located in an area served by a school in which at least 50 percent of the enrolled children are certified eligible for free and reduced price meals)
- ☐ Certification that the site(s) provide children with regularly scheduled activities in an organized, structured and supervised environment and includes educational and/or enrichment activities

Pricing Programs Only

- ☐ Two copies of the completed Pricing Program Addendum with the authorized representative's signature on page 3. *The pricing program addendum can be found at: <http://dpi.wi.gov/fns/cacfpapps.html>*

Agency's Name: _____ Agreement No.: _____

Agency's Address: _____

Signature _____ Date _____